INSTRUCTIONS FOR CODING LANGUAGE REQUIREMENTS ON FORM 1023 - COMPUTER INPUT

Item No.	Item Name on Form 1023	Coding Instructions
1	Identification	Code the letter "S"
2	Control No.	The appropriate number to reflect the entry in its proper place as indicated by the Form 261.
		Language requirements for the component will appear after the component header and precede the first position for that component.
		Language requirements for the position will precede the position having the language requirement.
3	Effective Date	Use current coding instructions
4	Headquarters	Use current coding instructions
5	Type of Change	Use current coding instructions
6	Type of Header	Do not code
. 7	Organizational Unit	Do not code
8	Totals	Do not code
9	Position Title	Enter the clear text language, must be preceded with two (2) asterisks. Enter "**MIN. REQUIREMENT" for the minimum requirement entry.
10	Schedule	Enter the language proficiency codes for reading, writing, and speaking.
		lst character indicates reading 2nd character indicates writing 3rd character indicates speaking ORDERSTAND
		The only permissable characters are H, I, N, E, S

11	Occupational Series	Enter the language code in the first four (4)
		1st character is a "B" 2nd character is a letter 3 & 4 character is numeric 5,6,7 characters leave blank
12	Grade	Enter the type of requirement and the number required.
		1st character can be the letter "G" or "S"
		2nd & 3rd character is the number required. 3 would be entered as Ø3. 4 & 5 characters leave blank
13	SG or 00	Do not code
14	Planned Incumbency	Do not code
15	Position No.	Enter position number as shown on Form 261. Must be the same position number as the position it precedes.
16	Current Author- ization	Do not code
17	SD	Do not code
	*	9
	,	
	4 ·	
		ν,
	į	
	,	
	÷	
1		

Approved For Release 2005/12/14 :\CIA-RDP78-07181R000200050037-2

Approved For Release 2005/12/14: CIA-RDP78-07181R000200050037-2

SPECIAL INSTRUCTIONS FOR THE MINIMUM REQUIREMENT:

- The minimum requirement count <u>must</u> be present for each component having a language requirement.
- It must be the last entry for the component language requirements.
- Code Items 1 thru 8 as described above.
- Code Item #9 with "**MIN. REQUIREMENT"
- Leave Item 10 and 11 blank
- Code Item #12 -- 1st character blank
 2nd & 3rd character with language requirement
 4th & 5th characters blank
- Leave items 13, 14, 15, 16, & 17 blank.

		9						Š (When	ECPET.	* ر		= Tvdi	CATES F1	elDs	TO BE	aded	<i>^</i>	۰ , ۵,۴
	~			Α										-2				
•		-1.			STA	AFFING	COMPLE	MENT C			•							
F	CENTIFICAT		A. C. C.		2				2-00		3.			1		5 5	经验	ACTION OF
A	P-POSITIO	N			NTROL NO	0.				EFFECT	IVE DATE		HOOTRS.		TYPE	OF CHANG	:	
1	S- SPECIAL H- HEADER	1 0	FICE	DIVISIO CODE	N	SEQU	ENCE NO.		١ ,	10.	DAY	YEAR	2-US FLD 3-FRGN		RGAN.	7-DE	ETE CON	T. NO.
SKM	< •	S					10 may 2		• *		7. 12.7 2. 14.7			•				
												4		1 11 1 1 1 1			-	
	6.							7.										
	TYPE OF HEADER						ORGANI	ZAT I ONAL	UNIT			ā.	ý.					
Ħ	• •																	
HUADUR						1				l l.		<u> </u>						
Ř						7. CON	*1111155				·					_		
1	· · · · · · · · · · · · · · · · · · ·			-		7. 004	TROED								8.			
F 0			1		0	PRGANIZATI	IONAL, UN	IT	-						TOTALS (Manual)			
														•				
									,				1	·				
			42.50	, 184 Land	9.0		25.4	Comment, C. S.		~ 636	2 State		190	学艺		20.00		
D-SP0S-	* *	4	ANG		POSITION	TITLE	_ =		sir ***			SCH	EDULE OF.	,	OCCUPA ANG. (TIONAL SE	, R I E S	- 1-2
0	•	- 1		357	Te de la	A.7.9	Heel		(文) 元为	2	£ 757						- T	33
Ť			1	11				8-14-68-1		155.64	A # 10.50mg	30.740 TOTAL		THE SE			L_	1 23
H		i.e.	13		1	14.			The second	Γ	16.		17.	T	amadida	ilitiinnin in	S	mar irin
- KEO	REOJ N C	•	5G 0	00		MBENCY		TION (SI	ot) NO.	AUTE	CURRENT FOR IZATIO	N	SD					
55:			•		•		•			•		•			>			
7 - E	1 1 C23 1023 AN	D 1527 PRICH	ARE OBS	OF DLETE.				\$E	CRET									[10]

$\boldsymbol{\ell}$			•	
Approved For Release 2005/12/14 CIA-RDP7	78-07181R00020b05	0037 <i>.7</i> .	15. 504	BE World IDE
Approved to the case 2000 (When F. of In)	201101100000000000000000000000000000000	753'1701	125	Ma star a 1

											ST/	AFF II	KG C	OMPL	EME	NT	CHAR	IGE N	OTIC	E C	OD I N	G SI	IEET		,			125		4.6.4		-
F											1872								1942 K.													
Ã			OSITION:			,				CONTR	OL NO	•							EFFEC	TIVE	DATE			1-DE				TYP	E OF	CHANG	ε	
1-1-6			PECTAL EADER				FICE		0171: COI			s	EQUEN	CE NO	o.			M	10.	DAY						6-REORGAN. 8-RETAIN CONT. NO.			7-DELETE CONT. NO.			
S	< 5 85290005						9	9	5	• 0	Ø	7	1	8	6	9	٥	1	0	9												
												,				-													.*			
ļ		—- }												-		7.																
	TY? Of PEAT											•	Ó	DRGAN	NIZAT	AKOI	L UNI	T		*			•		f	,						
Aless	c]		3																													
٤																																Miller C
5 1												7.	CONTI	NUED														8.		-		
5											C	RGAN1:	ZATION	NAL UNIT								TOTALS (Manual)										
						·																				•						lus de la companya de
1				·—																3							-					
.						- 14	- 4:_7	20.5		<u> </u>	2.9	***	2			والإشاب		7.02746 				E	EN.	O. T		का देन			اللي	œ.	<u> </u>	
Sa		:::	3.6	т		<u>l-</u>	AN	<u> </u>	اد ار،	POS G G	TION	EXT	,										SCHE P (3	DULE OF	5.				COE		ERIES	
SI	ند. د	米	*	M	I	N	 • _	i	r	E	Φ	u	I	R	E	M	E	N	7	14		.0		· .		3 -		- 0				73
įĮ.								<u> </u>																			-	-				
							-	13.	-	-		4	!				: =				5.	· -		17	<u>. </u>		<u> </u>					
, i		. J	CP A			T	50	3 o #	90			ANED MBENCS	·	P 0 :			\$101) \$100	110. 1 1/2	LUA	CURF	ENT ZATIO	N	-	s	D				r.,			
1			ø.	6			9			9				,	1-4		1		•				•			1	>			•••		
1.6	, 16:	23 ;	SZ3 AN	5 15	27	HICH	APE	2.60		\ppro	ved	For F	Relea	se 2	2005	/12/	BEAC RI	CTA-F	RDP7	8-07	'181F	R000	2000	500	37-2		ž.		()			(10)

	(<u> </u>	ë'	14	k.					ı					(ሣስ	SEU en F	nr 1)						-							e i i
	-	ا الم	SAL	D.P	3.	37			Арі											-0718 COD I NO			0050	037	-2	-				- . •	<u> </u>
F			Approved For Release 2005/12/14: CIA-RDP78-07181R000200050037-2 STAFFING COMPLEMENT CHANGE NOTICE CODING SHEET 1. 2. 5. 4. 5.																												
Â	1		CONTROL NO. EFFECTIVE DATE TYPE OF CHANGE										E																		
17			ECIAL		OFF COI		r	COL		T		SEQL	JENCE	ю.				мо.	Π	DAY	YE	AR .	1. DE 2. US 3. FR	FLD		ECRGA ETAIN		. NO.	7-DE 9-NE	LETE C	ONT. NO.
Sign		•	S	•	\mathcal{S}	5	2	9	Ø	1 9	0 0	3 2	5 9	3 6	7 3	5	. 6	7	1	8	6	9	•	1	•	9					
									•		٠,				•				,												
Γ	6														7.	····															
	TYP OF HEA!	F	ORGANIZATIONAL UNIT																												
H	•		•					T		T																	T				
HEADER				-!	11		1	1	т.								!						!		I	<u>.l</u>	1	COMM			
Ř												7- CON	Tivus	n											_		8.				
I											171				•	-															
F O											ORG	ANIZAT	IONAL	UNIT	r												TOTAL Menua				
				<u></u>									1				,				-				•		-				
																				•											
																						10	ο.					11	•		
0-00		* ,	¥		- A ~	60	IA	હલ	PO	SITIO FEXT	וז אי ר	TLE				A	7)					SCHEI Pr	DULE	۲.		ומג		: Pation GDC	IAL SE	RIES	
00.00-	•		C	14	I	N	سيم	5	1		-	7 2	3 9	6	2 5	7	G J G	,]			•	7	E	E	•	B	T	1	IJ,		33
Ť				,						_	-	10	• •		- 1	<i>,</i> [•	- 163	1	1			1					-				-
O N			12.				13.				14.		-		1	5 .		Τ		16.	Т		17			;		8 			
-21.0	CE	a. I	GRADE	1		S	G on	00			LANN	ED				(5101		AL		RENT	N		s	D				4.290A			
٦	•	S	12			•	Γ	T	1	•	T			rosi	3 4	1 7	6	•	Τ	$T \cap$	_	•				>		Ž.			
FC1	10	23 10	LACES 23 AND	PREVI 1527	CUS ED	ITIO APE	** 0	, , LETE						1 }-		SEC	ET	l e	1	<u> </u>					-	<u> </u>	<u> </u>		<u> </u>	A STATE OF	(10)

Instructions for Entering Language Requirements on Form No. 261 - Staffing Complement Change Authorization

- 1. There are two types of entries required for those components having language requirements:
 - a) The component 'recap'; where component is the lowest organizational unit (Division, Branch, Section, Unit, etc.) having a language requirement, and
 - b) The position that has either a specific language requirement or a general language requirement.
- 2. Language requirements for the component will be shown after the component header and will precede the first position for that component.
- 3. Language requirements for the position will precede the position having the language requirement.
- 4. The component 'recap' will be terminated by a minimum requirement entry and the number of required languages.
 - Ex. **MIN. REQUIREMENT 06
- 5. All entries pertaining to language (component recap or positions) will be preceded by two asterisks (**).

"SAMPLE

Approved For Release 2005/12/14 : CIA-RDP78-07181R000200050037-2

SECRET

(When Filled In) OFFICE CODE NO. APPROVAL DATE OFFICE OF COMPUTER SERVICES PAGE PAGES DELETIONS ADDITIONS POSITION MANS ORGANIZATIONAL UNIT POSITION CONTROL ORGANIZATIONAL UNIT OCCUPATIONAL CODE AND GRADE POSITION CONTROL
AND NUMBER GRADE SD STATUS CODE OFFICE OF COMPUTER SERVICES DEPARTMENTAL MANAGEMENT SUPPORT DIVISION DUTCH HII BF65 G03 GERMAN, LOW IIH BF74 G01 TURKISH BA51 G04 GREEK, MODERN BG06 G02 ITALIAN, LIGURIAN NNN BL09 S01 SPANISH, ARAGONESE NII BL19 SO3 EEE BE14 SO2 CHINESE, TAIPING MIN. REQUIREMENT .06 MANPOWER AND PERSONNEL BRANCH CHINESE, TAIPING EEE BE14 S02 0426 G 0218 NNN BL09 S01 0427 STAFFING COMPLEMENT TOTALS APPROVAL THE CHANGES LISTED ABOVE ARE HEREBY APPROVED. PLEASE MAKE CHANGES ON OFFICE RECORDS AS NECESSARY.

STAFFING COMPLEMENT CHANGE AUTHORIZATION

SIGNATURE

MEMORANDUM FOR: This was prepared by PMCD and elestributed: at Janguage Deselopment Committee meeting on Monday 16 Feb 1970 (DATE)	
RM NO. 101 REPLACES FORM 10-101 AUG 54 WHICH MAY BE USED.	(47)